

Purchasing, Bidding and Contract Management for Local Agencies

July 16, 2003 (#544)	Sequim Community Center, 190 W. Cedar St., Sequim, WA (360) 683-4139
October 8, 2003 (#545)	Moses Lake Convention Center, 1475 Nelson Rd. NE, Moses Lake, WA (509) 766-1416
October 22, 2003 (#546)	WSDOT Mt. Vernon Maintenance Facility, 4100 Cedardale Rd, Mt. Vernon, WA (360) 428-1386
November 12, 2003 (#547)	Lacey Community Center, 6729 Pacific Ave., Lacey, WA (360) 412-3191

Cost: \$50

Time: 8:30 a.m. to 4:30 p.m.

Class Size: 40

Instructors: John Carpita, Municipal Research and Services Center
Nancy Woods, Purchasing Manager, City of Everett

Target Audience: Are you vexed by your agency's purchasing policies (or lack thereof), consultant selection and construction contract administration issues? Do bid limits, sales taxes, prevailing wages and retainage statutes give you the heebie jeebies? Do you wish you had all the purchasing and bidding and contract administration information you need in one place? Are the Mayor or Commissioners or Board Members on your case? Wondering if you should have taken that job with your black-sheep brother selling aluminum siding? Some of the people who will benefit Include:

Public Works Directors	City/County Engineers	Project Managers	Inspectors
Contract Managers	Purchasing Agents	Office Managers	City Clerks
Administrative Assistants	Consulting Engineers	Project Engineers	Finance Directors

Course Description: Local agencies must purchase supplies, materials and equipment, solicit services and contract for public works in accordance with confusing and ever changing State statutes and regulations. These statutes are intended to insure that quality projects, goods and services are purchased at the least cost through competitive bidding, which requires open advertisement to all qualified bidders and public opening of bids.

Following competitive bid laws is often counterproductive for small projects and material, supplies or equipment purchases and can be more expensive and time consuming. Recognizing this problem, the state legislature has, over the years, established and modified dollar amounts (commonly referred to as bid limits) below which competitive bids are not required for public works projects and equipment or supply purchases and has provided exemptions and alternatives to the competitive bidding process.

The WST2 Center and MRSC offer this fast-paced workshop to all local agencies and municipal governments to help them spend scarce dollars in accordance with state statutes and to improve their project and contract management skills. Attendees will take home a thick workbook full of model and sample documents along with a narrative covering a wide range of purchasing, bidding and contract management issues.

Agenda:**Purchasing and Bidding Overview**

A quick, but thorough, review of purchasing and bidding statutes that affect local agencies as they purchase goods, materials and services and contract for public works.

Procurement Issues, Policies and Procedures

How to buy quality products efficiently and at the best price while maintaining your sanity.

Public Works Contracting

Procedures, Checklists and Files; Contract Documents; Bidding and Contract Award Issues; Contract Administration and Closeout; Retainage and Bonding; Sales and Use Tax Issues; Exemptions; Small Works Projects; Emergency Contracts; Prevailing Wages Issues; Contractor Licensing, Bond and Insurance Requirements.

[As schedules permit, representatives from State agencies (SAO, L&I and DOR) may attend to discuss issues in their areas of expertise.]

Consultant Selection

Types of Consultants; Quality Based Selection vs. Bids; Selection Process; Contract Negotiations; Care and Feeding of Your Consultant.

Certification Program:

These workshops are eligible for certification credits in the APWA – MRSC Public Works Contracting Training and Certification Program. For more information on the program, jointly sponsored by MRSC and the American Public Works Association Contract Administration Subcommittee, contact John Carpita, Public Works Consultant, MRSC at 206-625-1300.

Instructors:

John Carpita, PE, Public Works Consultant, Municipal Research and Services Center

John has had a widely varied 34-year career as a consultant, county engineer, city engineer and project manager in Montana, Idaho and Washington. With MRSC, John is a resource for engineering design and consultant selection issues, contract document preparation, construction contract issues, purchasing and bidding issues, among other things.

Nancy Woods, CPM, APP, Purchasing Manager, City of Everett

Nancy has been with Everett since 1977 and has been Purchasing Manager since 1990. She is a member of ISM (formerly the National Association of Purchasing Management), NPI (National Purchasing Institute), and the PNPPA (Pacific Northwest Public Purchasing Association), having served as it's president.

Registration:

Here is our link: [On-line Registration Form](#) Fill in your information, select your class from the list, then press "Submit." You may include a purchase order number if your agency requires it (no hard copy required). Please do not prepay, an invoice will be mailed after the class. A registration notice is e-mailed to you when we process your request. Confirmation letters are mailed three weeks prior to the class and will have driving directions to the training site. If you are unable to attend, someone else from your agency may attend in your place. To cancel your registration, or for assistance with registration, e-mail wst2center@wsdot.wa.gov or schmidw@wsdot.wa.gov , or phone (360) 705-7386.

Washington State Technology Transfer's Web Page: www.wsdot.wa.gov/TA/T2Center/t2hp.htm